

ASSOCIATE DIRECTOR, RECREATION DIVISION

DUTIES

1. To direct the operations of the Recreation Division, including buildings, grounds, recreational facilities, and athletic complexes.
2. To supervise division personnel.
3. To act as liaison between the Division and other City departments and divisions, outside agencies, and special interest groups.

ACCOUNTABILITIES

1. Directing the operations of the Recreation Division.
 - A. Conducting long- and short-range studies to analyze community recreation needs, and to evaluate the adequacy of present services.
 - B. Designing and implementing recreation programs.
 - C. Formulating and administering the annual division budget and representing the division in budget hearings.
 - D. Negotiating and recommending terms of outside contractual services and agreements, and ensuring the enforcement of the provisions within those agreements.
 - E. Supervising office and reporting procedures, accounting) add book-keeping systems, and other office and administrative functions.
 - F. Preparing grant applications to secure supplementary funds from outside sources for special projects, and ensuring proper administration of those funds.
 - G. Coordinating and directing special projects and programs.
 - H. Inspecting and evaluating maintenance and preparation of sports and play areas, recreational facilities, and athletic complexes.
 - I. Ensuring proper collection of fees and payment of expenses.
 - J. Assisting in formulation of departmental policy and administrative procedures based on community service requirements and budgetary constraints.
 - K. Maintaining inter-divisional and -departmental communication
 - L. Administering and organizing adult special league programs.
 - M. Keeping abreast of new developments and changing requirements affecting division operations.
2. Supervising division personnel.
 - A. Prioritizing, scheduling, and assigning work to personnel.
 - B. Effectively recommending the hire, transfer, suspension, or discharge of subordinate personnel.
 - C. Establishing work standards and conducting employee evaluations.
 - D. Providing for the training of personnel in correct and safe operating procedures.
 - E. Effectively recommending adjustments or other actions in employee grievances.
 - F. Delegating authority and responsibilities to others as needed.

- G. Disseminating instructions and information to employees through oral and written communications.
- 3. Acting as liaison between the Division and other City departments and divisions, outside agencies, and special Interest groups.
 - A. Coordinating division activities with other City departments, outside agencies, organizations, and programs.
 - B. Collaborating with citizen and other public groups and with federal, state, and local agencies to bring about effective operation and improvement of recreational facilities.
 - C. Acting as liaison to the community to Interpret departmental and divisional objectives and to respond to citizen inquiries, requests, and complaints.
 - D. Representing the division and, when required, the department at City Council meetings and legislative hearings, and to public officials.
 - E. Assisting local athletic organizations, Chamber of Commerce, and others In promoting Duluth as a tournament site.

MINIMUM QUALIFICATIONS

1. Education and Experience Requirements

- A. Possession of a B.A. degree in Recreation, Physical Education, or a related field plus three (3) years of experience organizing and directing recreational programs, including at least one (1) year of supervisory or managerial experience; or
- B. An acceptable combination of education and/or experience equaling five (5) years which demonstrates possession of the knowledge, skills, and abilities listed below, including at least one (1) year of supervisory or managerial experience.

2. License Requirement

- A. Possession of a valid Minnesota Class "D" Driver's License or privilege upon appointment and thereafter.

3. Knowledge and Skill Requirements

- A. Knowledge of effective management processes.
- B. Knowledge of effective personnel and supervisory practices.
- C. Knowledge of budgeting methodology.
- D. Knowledge of recreational programming philosophy, trends, principles, and techniques.
- E. Knowledge of league rules, regulations, and procedures.
- F. Knowledge of the methods, materials, tools, and procedures used in the safe operation, maintenance, and repair of buildings, grounds, fixtures, and equipment.
- G. Communication skills.
- H. Skill in developing and maintaining complex schedules.

- I. Skill in supervising the work of subordinates.
- J. Skill in budget development and administration.

4. Ability Requirements

- A. Ability to plan, develop, operate, and evaluate a comprehensive recreation program.
- B. Ability to establish and maintain effective working relationships with public and private officials and others.
- C. Ability to exercise good judgement and to accept responsibility
- D. Ability to make oral presentations to groups.
- E. Ability to compose narrative reports and documents.
- F. Ability to perform MEDIUM work (defined as lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds).

JA:bf:c
7/27/90

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Union: Supv	Pay: 1075
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CC: 20020909	Res: 02-0604R